Digital Library *Quick Guide*

For Coordinators: How to Reset Passwords, Add New Accounts, Delete Accounts, And Set Account to Access the Interim Assessment Online Reporting System

Log-in Process

1 Go to http://achieve.lausd.net/Testing

2 Click on the **[Digital Library]** link

3 Click on the **[Digital Library for Coordinators]** link. (User must have coordinator account.)

4 Enter your username and password
   - Your Username is your entire LAUSD email address.
   - Use the password you set up when you first accessed Digital Library. If this is the first time you are accessing the Digital Library, use the temporary password you received in the email.

Username	
Enter your email address	email@lausd.net
Password	
minimum 6 characters, including one number	
	Forgot Your Password?
	Log In

5 Click on the **[Create/Modify User]** link

Create/Modify User

Sample Create/Modify Screen.

Search Filters

First Name:	Search...		Last Name:	Search...
Email Address:	Search...		Role:	Select...
State Abbreviation:	Select...		Show Users with Errors:	Select...

Search   New

Export Search Results to Excel   Export Search Results to CSV   Export Current Page to Excel   Export Current Page to CSV

First Name ⬍	Last Name	Email Address	Telephone Number	Role Associations				
				Role	Associated Entity Name	Responsible Entity Type	State Abbreviation	
David	Smith	dsmith@lausd.net	213-241-1000	DL_EndUser	John Muir Middle	INSTITUTION	CA	✏ ✖
Kimberly	Ramirez	kraminez@lausd.net	213-241-1000	DL_EndUser	John Muir Middle	INSTITUTION	CA	✏ ✖

Reset Password

Most teachers already have Digital Library accounts. For a teacher who never activated his/her account, or if a teacher forgot the password, you may reset the password by following these steps:

1. Scroll down the page to find the teacher's name. You may also find the teacher by entering the First Name, Last Name, or Email Address.

2. Click on the **[Edit]** button ✏
3. Click on **[Reset Password]** button ✔ Reset Password
4. Confirm your action in the dialog box
5. Click **[Save]** ✔ Save

Add New Record

For new teachers and for out-of-classroom teachers who do not have a Digital Library account, you may create an account by following these steps:

1. Click on the **[New]** link
2. The Add Record Type Information screen appears (See below).
3. **Add User Information Section**
    a. First Name (Do not use nicknames)
    b. Last Name
    c. LAUSD email address
    d. School phone number.
4. **Role Associations Section**

    a. Click on the [Add Role] icon
    b. **[Role]** – Select **[DL_EndUser]** in the drop-down menu
    c. **[Responsible Entity Type]** – Select **[INSTITUTION]** in the drop-down menu
    d. **[Associated Entity Id]** – Select your school name in the drop-down menu
5. Click **[Save]**

* Warning: You have unsaved changes

Add User Information   *** Indicates required field**

* First Name:	* Last Name:
* Email Address:	Telephone Number:

Role Associations

* Role	* Responsible Entity Type	* Associated Entity Id	State	
DL_EndUser	INSTITUTION			

Save   Cancel

User Actions

Sync   Reset Password   Lock User   Unlock User

Delete Record

To delete records of teachers who have left your school and teachers who should no longer have access to the Digital Library, follow these steps:

1. Search by First Name, Last Name, or Email Address.

2. Verify the user name, then click on the **[Delete]** button
    a. If the teacher name is displayed on the screen, select the **[Delete]** button next to the name.
3. Click **[Save]**

Digital Library User Roles to Access Interim Assessment Results

In order for teachers to access Interim Assessment (IA) results in the IA Online Reporting System, the CAASPP coordinator must change the teachers' access level. Note that access to student Personal Identifiable Information (PII) is strictly regulated by state and federal laws and district policies. Teachers and other school staff with access to PII are required to protect interim assessment reporting information in any form. This includes information contained on printed reports, data downloaded onto computers and computer media (e.g., diskettes, tapes, compact disks, thumb/flash drives), user computer monitors, or any other format.

Most teachers at the school site already have a DL_EndUser role. This role allows users to access Digital Library resources. To access the IA Reporting System and see student data, teachers and other authorized users must have either the PII or the PII_GROUP role assigned. PII allows access to all IA results for the school. PII_GROUP allows for restricted access to results of those student groups the staff member has been assigned in the IA Reporting System. Additionally, users may have the SAREXTRACTS role which allows users to download interim assessment test results. The SAREXTRACTS role provides access to download the reported data in detail for either all students or your selected group at the school site depending on whether PII or PII_GROUP is set.

To designate additional Digital Library Roles:
1. Scroll down the page to find the teacher's name. You may also find the teacher by entering the First Name, Last Name, or Email Address.

2. Click on the **[Edit]** button

3. Click on the [Add Role] icon (Click on this icon 2-3 times depending on the number of new roles you wish to add)
4. Designate the PII Role:
   a. **[Role]** – Select **[PII]** or **[PII_GROUP]** in the drop-down menu
   b. **[Responsible Entity Type]** – Select **[INSTITUTION]** in the drop-down menu
   c. **[Associated Entity Id]** – Select your school name in the drop-down menu
5. Designate the SAREXTRACTS:
   a. **[Role]** – Select **[SAREXTRACTS]** in the drop-down menu
   b. **[Responsible Entity Type]** – Select **[INSTITUTION]** in the drop-down menu
   c. **[Associated Entity Id]** – Select your school name in the drop-down menu
6. Click **[Save]**